

REQUEST FOR PROPOSALS (RFP)
On-Call Engineering Services

OVERVIEW: Jeff Davis County, Texas, in accordance with Section 2254.004, Texas Government Code, is requesting proposals for the following routine engineering services on an “as needed” basis.

SCOPE OF WORK:

- A. All services are an “AS-NEEDED” basis, as requested by Jeff Davis County.
- B. Streets, Stormwater**
- a. Evaluate condition of county roads and stormwater/floodwater paths
 - b. Stormwater/floodwater mitigation and planning
 - c. Prepare reports & attend meetings of Commissioners Court as requested
 - d. Other special engineering services as needed (such as environmental, surveys, etc.)
- C. Subdivision Plats**
- a. Review of all preliminary and final subdivision plats presented to Commissioners Court
 - b. Advise County Attorney and Commissioners Court regarding legality of subdivision plats under Chapter 232 of the Texas Local Government Code
 - c. Prepare reports & attend meetings for Commissioners Court
 - d. Other special engineering services as needed (such as environmental, surveys, etc.)
- D. General Engineering Services**
- a. On-Call engineering consulting services for county officials and employees
 - b. Attend Commissioners Court meetings as requested
 - c. Other engineering, consulting, planning, and/or design services as mutually agreed upon by the parties
 - d. Seek possible sources of funding to address various projects
 - e. Present alternatives and provide budget estimates for completion of various proposed project(s)
 - f. Provide oversight and management of contractors procured to implement/complete in-house county projects.

QUALIFICATIONS

The selected firm:

- Must be a Texas registered and licensed Engineering Firm;
- Have at least 10 years of experience within the Big Bend region; and
- Have references within the Big Bend region.

PROPOSAL EVALUATION AND SELECTION:

Proposals should include a proposal for work to be performed, statement of qualifications, past projects, a client list, client references with contact information, a sample contract, information regarding professional liability coverage, and Texas state licensing information.

Upon submission of the responses to this RRP, the County will evaluate the responses of the firms. Jeff Davis County reserves the right to reject any or all proposals, to seek new proposals, and/or to waive any/all irregularities in the proposal(s) or process. Finalists will be invited to present to Commissioners Court at their regularly held meeting on Monday, November 8, 2021 at 10:00 a.m., either in person or via Zoom. The final evaluation and selection of a firm will be made by the Commissioners Court on December 13, 2021.

All proposals are considered public records. The County reserves the right to request additional information from consultants/firms submitting proposals.

SCHEDULE AND SUBMITTALS:

- Posted: October 14, 2021
- Publication: October 14, 2021
- Proposals due: November 4, 2021 by 12:00 noon CDT
- Presentations: November 8, 2021 during Commissioners Court (in person or via Zoom)
- Selection expected by: December 13, 2021
- Effective Date of Contract: January 3, 2022

RFP FORMAT AND DUE DATE:

1. The proposal should be submitted electronically to the Jeff Davis County Judge's Office at:
"Judge Curtis Evans" countyjudge@co.jeff-davis.tx.us
with a cc copy to:
"Sandra Chambers" jdcjclerk@co.jeff-davis.tx.us
2. Proposals are due Thursday, November 4, 2021, by 12:00 noon Central Daylight Time (CDT). Late proposals will not be considered. It is the Applicant's responsibility to ensure that their proposal is properly received within the time indicated.
3. The RFP can also be obtained electronically on the county's website:
<http://www.co.jeff-davis.tx.us/>

Jeff Davis County reserves the right to withdraw this Request for Proposals, to accept or reject any or all submittals, to advertise for new proposals if it is in the best interest of the County to do so, and to award a contract as deemed to be in the best interest of the County.

This solicitation of proposals in no way obligates Jeff Davis County to award a contract.

Equal Opportunity – The selection of the Consultant shall be made without regard to race, color, sex, age, religion, national origin, or political affiliation. Jeff Davis County is an Equal Opportunity Employer and encourages submittals from qualified minority and woman-owned businesses.